

EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS
Matthew A. Beaton, Secretary

Request for Response ENV 18 CZM 05
Dated: December 14, 2017

Massachusetts Bays National Estuary Program
FY18 Healthy Estuaries Grants

1. GRANT OPPORTUNITY SUMMARY

A. PROPOSALS SOUGHT FOR: The Executive Office of Energy and Environmental Affairs (EEA) Massachusetts Bays National Estuary Program (MassBays) within the Massachusetts Office of Coastal Zone Management (CZM) is soliciting proposals under the FY18 MassBays Healthy Estuaries Grant Program for projects that will advance the implementation of the MassBays [Comprehensive Conservation and Management Plan](#) (CCMP). Through the Healthy Estuaries Grant Program, MassBays provides funding and technical support to coastal communities from Salisbury to Provincetown for initiatives in Ipswich Bay, Massachusetts Bay, and Cape Cod Bay to, with the purpose of recommending future actions:

1. characterize estuary, rocky intertidal, and beach habitats and biological communities
2. document the impacts of human and natural stressors on those systems.

B. OVERVIEW AND GOALS: MassBays is a United States Environmental Protection Agency (U.S. EPA) National Estuary Program dedicated to protecting, restoring, and enhancing the estuarine ecosystems of Massachusetts and Cape Cod Bays. Working toward our vision of sustainable estuarine ecosystems that support the life and communities dependent upon them, MassBays grant funds are dedicated to support local progress on protecting, restoring, and enhancing estuarine habitats (e.g. seagrass beds, salt marshes, beaches, and rocky shores) and to inform management efforts to reduce stressors (e.g. wastewater, stormwater, habitat fragmentation) impacting these habitats.

With the FY18 Request for Response (RFR), we are seeking projects focused on knowledge gaps revealed by MassBays' ongoing efforts to characterize the great variability across our significant planning area (see Section 2.B). We seek information to support MassBays-wide planning, as well as local, embayment-specific priorities identified by communities.

Through this solicitation, MassBays encourages proposals that focus on one or more of the 69 assessment areas identified in the [2017 Estuary Delineation and Assessment](#) (EDA) and which will:

- generate new data and information on trends and conditions of estuarine resources.
- apply new or innovative approaches to improve estuarine conditions (including restoration efforts).
- advance on-the-ground actions that result in the reduction of identified stressors.
- provide information for decision-making and resource management.

Projects must include a robust project evaluation process with measureable outcomes that will track progress toward short- and long-term project goals.

A requirement of this RFR is the submission of a pre-proposal. The pre-proposal is the first step in which respondents will be required to provide a brief description of the purpose and goals of the study, a summary approach and total proposed budget. Upon selection by a Review Committee, proponents of successful pre-proposals will be invited to submit a full proposal. Guidelines for submission of both the pre-proposal and full proposal are provided in Section 3.

C. ELIGIBLE PROJECTS: Eligible projects include research and planning initiatives that advance MassBays' priorities which focus on protecting, restoring, and enhancing coastal habitats, including shellfish and seagrass beds, salt marshes, beaches, and rocky shores and the communities that these habitats support, especially identifying and responding to projected impacts of climate change and sea level rise on those habitats. Proponents must demonstrate that projects will inform and advance near-term estuarine and coastal management initiatives consistent with the goals of the CCMP. For more details see Section 2B.

D. ELIGIBLE APPLICANTS: This solicitation is open to Massachusetts municipalities, Massachusetts 501(c)(3) organizations, regional planning agencies, and nonprofit research institutions, and institutions of higher learning in Massachusetts. See further detail in Section 2A.

E. APPLICATION DEADLINE:

Deadline for Pre-proposal:	Thursday, January 11, 2018
Deadline for Full Proposal:	Friday, February 23, 2018

(See further details on deadlines and grant program calendar in Section 4).

F. FUNDING AVAILABILITY: Up to \$110,000 in federal funds will be available through this solicitation. EEA reserves the right to change the amount of available grant funding. Final funding amounts are subject to appropriation and approval. Respondents may request funding amounts between \$8,000 and \$35,000 per project. Respondents are strongly encouraged to identify and incorporate efficiencies and cost-saving measures to reduce costs as much as possible. (See Funding Availability in Section 2C).

G. MATCH REQUIREMENT: A non-federal match (cash or in-kind) that will equal or exceed 25% of the total project cost is required. Projects that provide additional match will receive additional consideration (see Match Requirement in Section 2D). Funds from other federal sources or grants, and funds committed to match other federal grants, are not eligible to be used as matching funds.

H. ANTICIPATED DURATION OF CONTRACT(S): Contracts are anticipated to last approximately 18 months, with an anticipated start date of or around April 23, 2018 and a completion date of September 30, 2019 (See further detail on Anticipated Duration of Contract(s) in Section 2E).

I. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM: The award of federal sub-grants is subject to the regulations in 815 CMR 2.00. This grant program is also governed by cooperative agreements between the Commonwealth of Massachusetts and the U.S. EPA in support of the Massachusetts Bays National Estuary Program.

J. CONTACT INFORMATION: Prassede Vella
Massachusetts Bays National Estuary Program
251 Causeway St., Suite 800
Boston, MA 02114
Phone (617) 626-1217
Email: Prassede.Vella@state.ma.us

2. PERFORMANCE AND CONTRACT SPECIFICATIONS

A. ELIGIBLE APPLICANTS: This solicitation is open to Massachusetts municipalities, 501(c)(3) non-profit organizations, nonprofit research institutions and institutions of higher learning. Where multiple entities are collaborating on a project, a single grantee will be the recipient of funds, and partners receiving funds through the grantee will be considered subcontractors. The grantee must be a Massachusetts-based entity with a tax identification number and the authority to enter into contracts with the Commonwealth of Massachusetts, but partners and subcontractors need not be. Subcontractors may include for-profit organizations and state agencies. Only one grant proposal per entity will be awarded, although more than one response from a given entity will be considered for funding.

B. ELIGIBLE PROJECTS/SCOPES OF WORK: In FY2018, through this RFR, MassBays seeks proposals for projects that include research and planning initiatives that advance MassBays' priorities which focus on protecting, restoring, and enhancing coastal habitats, including shellfish and seagrass beds, salt marshes, beaches, and rocky shores and the communities that these habitats support, especially identifying and responding to projected impacts of climate change and sea level rise on those habitats. Proponents must demonstrate that projects will inform and advance near-term estuarine and coastal management initiatives consistent with the goals of the CCMP.

MassBays has developed various products to characterize the planning area and prioritize actions to achieve ecosystem and programmatic goals. They include:

- [2017 Estuary Delineation and Assessment \(EDA\)](#). The EDA characterizes 69 assessment areas (including 47 embayments, rocky shores and beaches) using data for the following indicators of estuarine conditions: salt marsh, tidal flats, eelgrass, shellfish habitat, shorebird habitat and nesting sites, anadromous fish passage, land use/land cover, stormwater discharge, impervious area, population density, wastewater discharge, 303(d) impairments (bacteria, nutrients), designated shellfish area classification, tidal restriction, barriers to fish passage, and stream crossings.
- [2013 Inventory of Plans and Assessments](#). A review and online repository of papers, presentations, reports, and other relevant material produced from 1996 (the last CCMP) to present. The review focused on five topics: water quality, invasive species, climate change/vulnerability, continuity of estuarine habitat, and estuarine habitat protection in the geographic region of the MassBays.
- [2017 Comprehensive Conservation and Management Plan \(CCMP\) Goals](#). This document, required of all National Estuary Programs under Section 320 of the Clean Water Act, describes long-term ecosystem goals and strategies to improve water quality and coastal habitat in the MassBays planning area (Attachment A).

Proponents are encouraged to refer to these materials and submit proposals which build on these

products by explicitly aligning project goals with the needs identified.

Project work must be focused on or around one of the 69 Assessment Areas described in the EDA. Projects may be conducted in or around more than one area, or include approaches and solutions that have wider applicability as long as they meet the goals of the solicitation. Eligible projects include research and planning initiatives that will: (1) generate data and information on trends and conditions of estuaries for the purpose of filling data gaps, (2) apply new or innovative approaches to improve ecological conditions (including restoration efforts), (3) demonstrate new or innovative research approaches to assess conditions and trends, and/or (4) plan future on-the-ground implementation projects to improve conditions of estuarine habitats through subsequent investment. Preference will be given to approaches and results that can be transferred to other MassBays assessment areas.

Examples of projects that MassBays seeks to fund through this grant program:

1. Data generation

- Conduct monitoring to identify primary anthropogenic stressors to estuarine habitats and associated water quality impacts.
- Conduct monitoring to determine current nutrient loading to an embayment not previously studied.
- Investigate the sources and types of emerging environmental contaminants.
- Conduct studies that lead to the determination of freshwater input and/or tidal flushing in an embayment.

2. New approaches to assessing estuarine resources:

- Conduct socioeconomic analyses or economic valuation of an embayment or sub region.
- Assess the condition and restoration potential of estuarine habitats through GIS analysis, literature review, and field surveys, and identify opportunities for estuarine habitat restoration at the municipal or subwatershed scale.
- Conduct analyses to correlate embayment watershed characteristics with estuarine conditions.

3. Planning and activities to improve estuarine habitats:

- Develop SOPs that minimize adverse impact of beach “cleaning” on beach habitat and habitat value.
- Design and/or implement innovative and cost-effective pollutant source reduction strategies.
- Develop management plans for operation of tide gates to benefit estuarine habitats.
- Design stormwater treatment systems that significantly remove bacteria and/or nutrient contaminants, and where discharge contributes to designated water quality impairment.
- Implement habitat restoration pilot or demonstration projects.

Competitiveness of a project will depend on its ability to meet grant selection criteria described in Attachment D. Note that projects must include an evaluation plan including means and measures for tracking progress toward project goal(s).

Projects not eligible for funding under this RFR include:

1. Projects required as part of compensatory mitigation or enforcement action;

2. Lobbying or political activities.

Interested parties may submit questions to Prassede Vella at Prassede.Vella@state.ma.us by January 4, 2018. Answers to questions will be posted on [COMMBUYS](#) after the end of the question and answer period.

This RFR includes submission of a pre-proposal as a first step in which respondents will be required to provide a description of the purpose and goals of the study, a summary approach and total proposed budget. Upon selection by a Review Committee, proponents of successful pre-proposals will be invited to submit a full proposal. Guidelines for submission of both the pre-proposal and full proposal are provided in Section 3.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:

Up to \$110,000 in federal funds will be available through this solicitation. EEA reserves the right to increase or decrease the amount of available grant funding. Grant funds are awarded on a reimbursement basis upon receipt of invoices from the grantee, and are subject to 10% retention until all deliverables are met.

- **Project funding:** Respondents may request a minimum of \$8,000 and up to \$35,000 in funding. All contracts shall be subject to available federal funding. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.
- **Subcontracting:** The grantee may subcontract a portion of the grant award for activities deemed eligible and which are completed under a scope of work negotiated between the grantee and EEA. These costs must be identified in the proposal. Examples of such eligible costs include: laboratory analytical work, engineering or survey services, printing, etc.
- **Multiple applications:** An eligible entity may submit more than one application but only one proposal per entity may be funded.

D. MATCH REQUIREMENTS: The Grantee will provide a non-federal match that will equal or exceed 25% of the **total** project costs. The match may be cash or in-kind contributions or a combination of both¹. Funds from other federal sources or in-kind value that is currently being used to match other government programs are not eligible to be used as matching funds. Costs incurred as a result of application preparation will not be considered as part of the match requirement. Basis for cost estimates for both cash and in-kind match should be described as part of the project budget narrative when submitting the full proposal. All in-kind and cash match must be documented and received prior to the end of the contract period.

E. ANTICIPATED DURATION OF CONTRACTS: Contracts are anticipated to last approximately 18

¹ Cash contributions are those funds that will be used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant, e.g., in the form of charges for real property and non-expendable personal property and the value of goods and services directly benefiting and specifically identifiable to the project.

months, with an anticipated start date of or around April 30, 2018 and a completion date of October 31, 2019. Contracts and associated scopes of work must be completed by their contract end date. Awarded contracts will be reviewed during their course, and upon written request by the grantee, may be extended, at the sole discretion of EEA and subject to constraints of the funding source. Grantees must make all extension requests no later than 60 days prior to contract expiration.

F. PROJECT TERMS: If awarded, projects will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions (see Attachment E). A final contract is subject to successful negotiation of a Final Scope of Work. Please note that EEA does not guarantee that any contracts may result from this RFR or that any particular funding level will be awarded. Projects will commence immediately upon execution of a final contract.

Additional requirements for funded projects:

1. For projects involving data collection and analyses, a Quality Assurance Project Plan (QAPP) may be required. A QAPP is a document that outlines the components of a monitoring program including the steps taken to assure the quality of the data generated. All QAPPs must be approved by the U.S. EPA. Depending on the project and intended use of results, approval from the Massachusetts Department of Environmental Protection (DEP) may also be required.
2. The scope of work will include a delivery/reporting schedule. Summary progress reports will be required at least quarterly, describing the progress status or impediments to progress. Additionally, a final report will be required, which should describe the activities completed under the contract, data, results and findings, and management recommendations.
3. Upon completion of the project, the grantee's project team will be asked to: (1) provide a one-page summary of the project for publication on the MassBays National Estuary Program website, and (2) present project outcomes and recommendations to the MassBays Management Committee at one of its quarterly meetings.
4. Grantees are required to acknowledge the funding support and contributions of the MassBays National Estuary Program in any published material and/or oral presentations highlighting project implementation and successes.

G. INVOICING: Contract funds are awarded on a reimbursement basis for expenditures made during the period of the contract. Only those tasks/deliverables completed after the contract start date and identified in the Scope of Work, are eligible for reimbursement. Expenditures made outside of the period of the executed contract cannot be reimbursed.

3. INSTRUCTIONS FOR APPLICATION SUBMISSION

A. EVALUATION CRITERIA: Application to the Healthy Estuaries Grant Program is a two-step process that includes a pre-proposal (step 1) and a full proposal (step 2). A Review Committee will be convened to evaluate all pre-proposals and full proposals on a competitive basis. The Review Committee will be composed of MassBays and EEA staff, federal agency representatives, and members of the [MassBays Management Committee](#). Experts may be included to serve in an additional advisory role to the Committee to assist in review of the scientific validity and technical merit of the proposals.

Each pre-proposal will be reviewed and ranked in a competitive process by the Review Committee. Using the Selection Criteria described in Attachment D, the Review Committee will assign a score to each pre-proposal, and based on these scores, assign a rank order to each. The average rank score among all reviewers shall be the basis of pre-proposal selection. All respondents will receive written notification from MassBays on the ranking. Only the highest mean-ranked pre-proposals will be invited to submit a full proposal, in order of rank. The number of applicants invited will be at the discretion of the Review Committee, depending upon the amounts requested among the highest ranked proposals and the total number of pre-proposals received. The goal of the Review Committee is to ensure that the highest ranked and most promising pre-proposals are invited to submit full proposals. The Review Committee reserves the right to reject any or all proposals that do not meet the goals and terms of this RFR.

The same competitive review process will be followed for the selection of full proposals. Only the highest mean-ranked full proposals that demonstrate clear and significant benefits to MassBays planning area and support the goals of the CCMP will receive funding. Projects will earn points for meeting the requirements of each evaluation category as described in the Scoring Sheets provided in Attachment D of this solicitation.

Note that incomplete or incorrectly submitted applications may be disqualified.

B. APPLICATION CONTENT AND FORMAT: Applications to this grant program is a two-step process. The first step requires submission of a pre-proposal by Thursday, January 11, 2018. Full proposals (step two) will be invited at the recommendation of the Review Committee. Full proposals must be received by February 23, 2018. Additional deadline information is provided in Section 4.

STEP 1: Pre-proposal

A complete pre-proposal must include: (1) Cover Sheet, (2) Pre-proposal Narrative including names and roles of primary partners, and (3) estimated total budget. The Pre-proposal Narrative should be single-spaced in 11-point font and should not exceed one (1) double-sided page, including figures and tables. Pre-proposals must list primary partners and their specific role or contribution to the proposed effort. No additional support documentation is required at this time. Details on submission of the pre-proposal are provided in Attachment B.

STEP 2: Full Proposal (by invitation from MassBays only)

Only full proposals invited by MassBays based upon Committee review and approval of a pre-proposal will be accepted. Complete proposals must include all components (cover sheet, project description, and additional materials) described in Attachment C, and must be submitted as instructed. Ancillary materials included with the proposal but not specific to this solicitation will not be reviewed. The application must contain clear and concise narrative (and supporting graphics, maps, or tables as necessary) in each of the required sections.

Full proposals must be single-spaced and should be composed in at least 11-point font. The project description may not exceed ten (10) pages, exclusive of cover sheet/letter, project summary, literature cited, budget information, resumes of proposed staff, letters of support, or other attachments. The format and required content of the full proposal are detailed in Attachment C.

C: APPLICATION SUBMISSION INSTRUCTIONS:

Pre-proposal: Applicants must submit one (1) original signed cover sheet and pre-proposal narrative (clearly marked as such), five (5) paper copies. Each pre-proposal must clearly identify the RFR number on the pre-proposal cover sheet and on the shipping container used in delivering the response. Pre-proposals must be received by **Thursday, January 11, 2018 at 4:00 P.M.**

Full proposal: Invited applicants must submit one (1) original signed cover sheet and full proposal (clearly marked as such), five (5) paper copies, and an electronic copy in Microsoft Word. Each full proposal must clearly identify the RFR number on the proposal cover sheet and on the shipping container used in delivering the response. Full proposals must be received by **Friday, February 23, 2018 at 4:00 P.M.**

A postmark will NOT be accepted for verification of date of submission, though responses will be accepted by regular mail, certified mail, or courier and will be date stamped upon receipt. Responses will not be accepted electronically or by fax. All proposals shall be submitted to the following address:

**Prassede Vella
Re: RFR ENV 18 CZM 05
Massachusetts Bays National Estuary Program
251 Causeway Street, Suite 800
Boston, MA 02114-2126**

D. ADDITIONAL REQUIRED DOCUMENTATION: If awarded and if not already on file with the Department, the respondent will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, signed and dated by the Respondent
- Scope of Services and Budget Attachments
- Commonwealth Terms and Conditions, completed and signed by the Respondent
- Commonwealth W-9 Tax Information Form completed and signed by the Respondent. (A DUNS number and TIN number must be included on the W-9 Form)
- Completed Contractor Authorized Signature Verification Form.
- Electronic Funds Transfer (EFT) Authorization Form
- Prompt Payment Discount Form

Respondents are encouraged to review these forms prior to submission of a Response. Forms may be downloaded from [COMMBUYS](#) as part of this solicitation.

4. DEADLINES AND PROCUREMENT CALENDAR

A. RELEASE OF SOLICITATION: The schedule below is anticipated. Dates and times are subject to change. Respondents are responsible for checking for any updates on the [COMMBUYS](#) system.

RFR posted on COMMBUYS	Thursday, December 14, 2018
Question and Answer period closes	Thursday, January 4, 2018
Pre-proposals due	Thursday, January 11, 2018
Full proposals invited	Friday, January 26, 2018
2 nd Question and Answer period closes	Thursday, February 15, 2018
Full proposals due	Friday, February 23, 2018
Awards announced	Friday, April 13, 2018 (estimated)
Contracts commence	Monday, April 30, 2018 (estimated)
Projects completed by	October 31, 2019

B. INQUIRIES ABOUT THE SOLICITATION: Questions about the solicitation will be accepted in writing by mail, fax, or email through Thursday, January 4, 2018. Responses will be posted on the [COMMBUYS](#) website. These answers are for clarification purposes only and do not constitute an amendment of the RFR unless expressly stated as such.

B. DUE DATES: Pre-proposals are due Thursday, January 11, 2018; Full proposals are due Friday, February 23, 2018.

C. ESTIMATED AWARD DATE: Awards are estimated to be announced on or around April 13, 2018 with contract negotiations to begin immediately thereafter.

D. ESTIMATED CONTRACT START DATE: The estimated contract start date is April 30, 2018. However, the effective start date of a contract shall be subject to all approvals required by law or regulation, and will be specified in the Standard Contract Form.

5. MISCELLANEOUS

A. TYPE OF PROCUREMENT: Grant

B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS: This RFR is a single department procurement. All contracts awarded under this RFR will be utilized solely by EEA.

C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS: Multiple contracts may be awarded under this RFR.

D. RFR DISTRIBUTION METHOD: This RFR is distributed electronically using the [COMMBUYS](#) system. It is the responsibility of every Respondent to check COMMBUYS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFRs and submit inadequate or incorrect responses. Potential Respondents are advised to check for updates on the COMMBUYS system to ensure they have the most recent RFR files.

E. LIST OF ATTACHMENTS:

- A. Massachusetts Bays Program Planning Area (Fig. 1); MassBays Assessment Areas (Fig. 2)
- B. Pre-proposal Cover Sheet and Narrative Form
- C. Full proposal Cover Sheet and Narrative Form
- D. Selection Criteria (Scoring Sheets) for Pre-proposals and Full Proposals

ATTACHMENT A

FIGURE 1: MASSBAYS PLANNING AREA

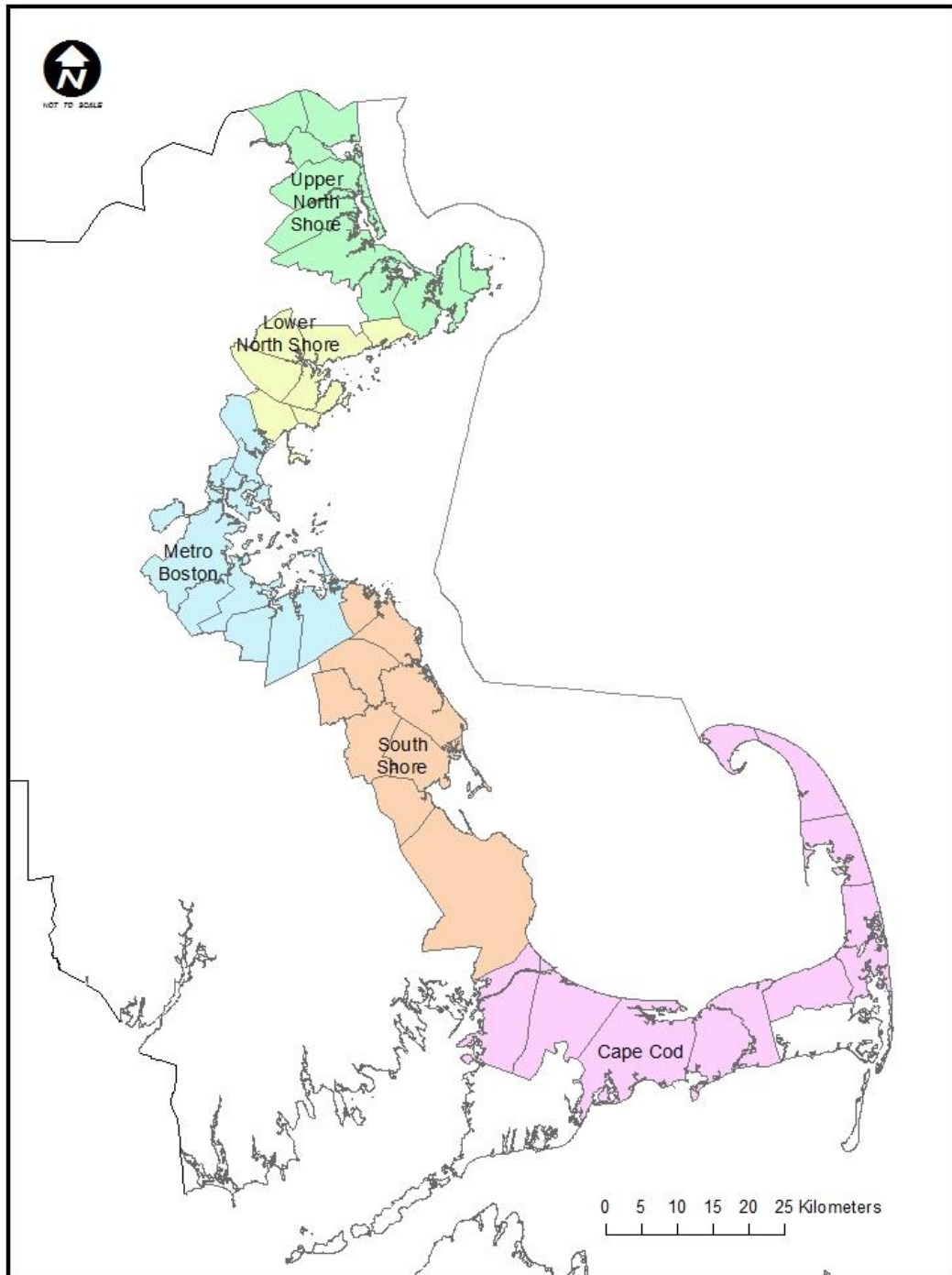
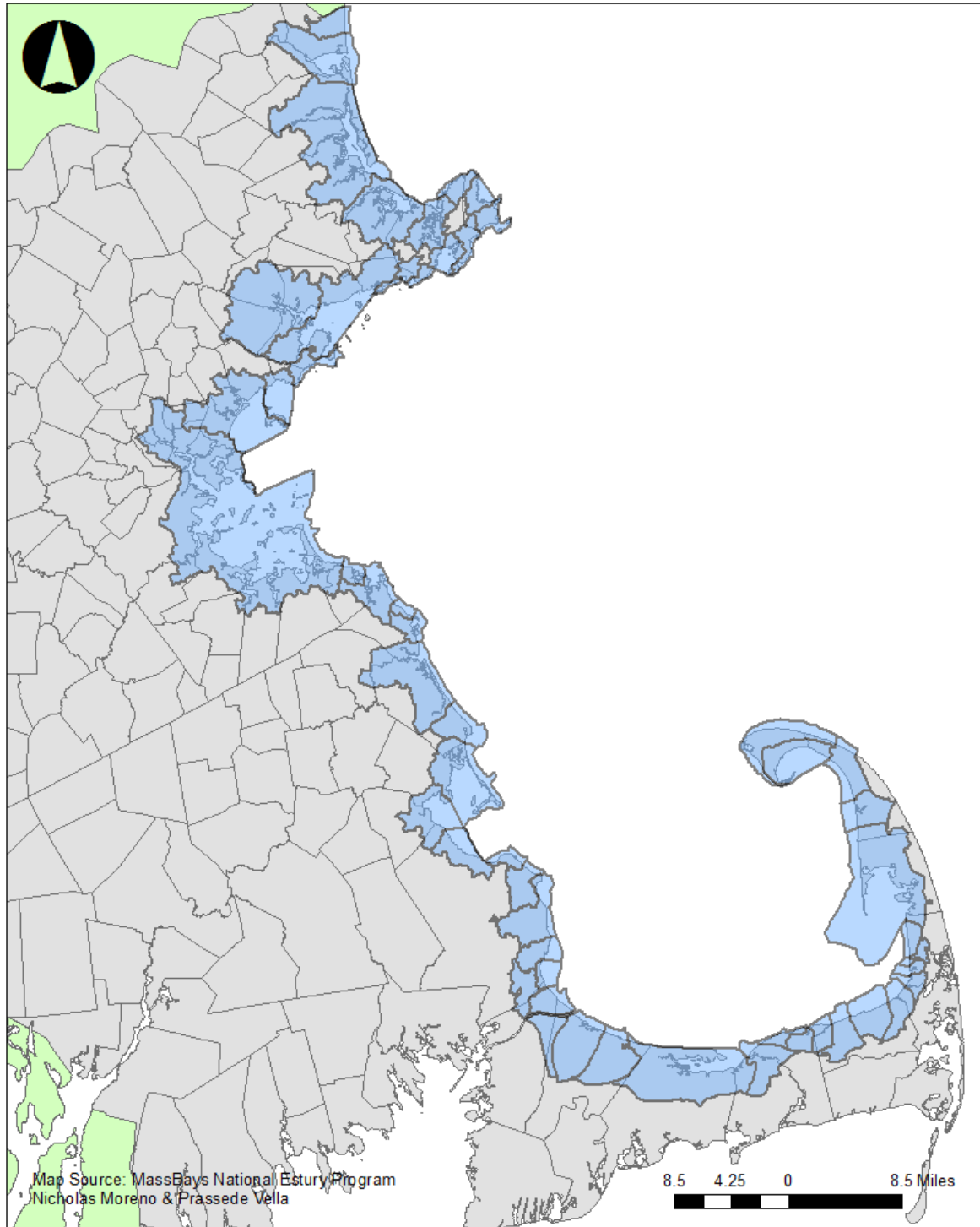


FIGURE 2

MassBays Assessment Areas (2017)



ATTACHMENT B
PRE-PROPOSAL COVER SHEET AND NARRATIVE

MASSACHUSETTS BAYS NATIONAL ESTUARY PROGRAM
FY16 HEALTHY ESTUARIES GRANTS

Request for Response ENV 18 CZM 05

Name of Applicant: _____

Contact Information

Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Address: _____

Project Title: _____

Target Assessment Area(s)*: _____

Amount Requested: _____

Match Amount (at least 25% of TOTAL project cost): _____

Total Project Cost: _____

* Refer to MassBays' 2017 Estuary Delineation and Assessment, available at
<https://www.mass.gov/massbays-about-the-bays>

ATTACHMENT B (Continued)
PRE-PROPOSAL COVER SHEET AND NARRATIVE

MASSACHUSETTS BAYS NATIONAL ESTUARY PROGRAM
FY16 HEALTHY ESTUARIES GRANTS

Request for Response ENV 18 CZM 05

PRE-PROPOSAL NARRATIVE

The pre-proposal provides a summary of the proposed project according to the information requested below. Please limit your response to one (1) double-sided page (single-spaced, 11-point font) including figures, tables etc.

1. Describe the project need, goal(s), anticipated outcomes, and relevance to MassBays goals and priorities (i.e., current RFR, 2017 EDA, Inventory of Plans and Assessments, 2017 CCMP Goals).
2. Describe the proposed approach, and how and with whom approach and/or findings will be shared.
3. List project partners and their anticipated roles.
4. Provide an estimated total project budget (total amount requested and match).

ATTACHMENT C
FULL PROPOSAL COVER SHEET AND NARRATIVE

MASSACHUSETTS BAYS NATIONAL ESTUARY PROGRAM
FY16 HEALTHY ESTUARIES GRANTS

Request for Response ENV 18 CZM 05

Name of Applicant: _____

Contact Information

Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Address: _____

Project Title: _____

Project Partners: _____

Target Assessment Area(s) *: _____

Amount Requested: _____

Match Amount (at least 25% of TOTAL project cost): _____

Total Project Cost: _____

* Refer to MassBays' 2013 Estuary Delineation and Assessment, available at
<https://www.mass.gov/massbays-about-the-bays>

ATTACHMENT C (Continued)
FULL PROPOSAL COVER SHEET AND NARRATIVE

MASSACHUSETTS BAYS NATIONAL ESTUARY PROGRAM
FY16 HEALTHY ESTUARIES GRANTS
Request for Response ENV 18 CZM 05

Problem Description

- Describe the assessment area(s) need(s) and/or challenges that this project will address. Cite previous work to document the problem and any management needs.
- Describe the location and assessment area(s) where the work will be focused and the habitats/water bodies of concern. A locus map of the project must be attached.

Project Goals and Anticipated Outcomes

- Describe the goals of the proposed project. Goals should be explicitly connected to desired outcomes of the project and any anticipated management activities. For example:
 - Restore potential for seasonal recreational shellfishing in embayment A.
- Describe the anticipated short-, medium-, and long-term outcomes that will result from the completion of this project. For example:
 - Short-term outcome: Managers receive new data regarding assessment area-specific nutrient loads.
 - Medium-term outcome: Updated stormwater management practices are implemented to address findings.
 - Long-term outcome: Assessment area water quality improvements support shellfishing.

Project Approach

- Provide a detailed description of proposed methodology and approach, including the potential for transferability to other embayments and ecosystem problems.
- Identify project staff, partners, and subcontractors (if applicable) and describe their roles and responsibilities in the project.
- Provide a Scope of Work/Tasks to be completed under grant request that includes:
 - A detailed step-by-step narrative for each task including supporting reference materials, plans, tables, or graphics, as well as an estimated cost associated with the task.
 - If applicable, study design including methods of data collection, analyses and QA/QC (including QAPP).
 - Timeline and anticipated milestones, including written products and other deliverables.

Project Benefits

- Articulate the direct benefits of the project to the local ecosystem and resource management scheme.
- Describe how the project results and findings may be applied beyond the target assessment area.

Project Outcome and Impact Evaluation

- List interim measures in progress toward anticipated short-term and medium-term outcomes and anticipated project benefits, and describe how they will be tracked and documented.

Outreach/Publication:

- Identify specific target audiences for the project approach and results, and describe plans for sharing methodologies, results, conclusions, and management implications with those audiences as relevant.

Qualifications:

- Describe the qualifications of the project's lead applicant and staff.
- Describe the qualifications of partners and/or subcontractors relevant to their roles.
- Resumes may be included as part of the application packet, but are not required.

Project Budget:

- Use the template below to provide a detailed, itemized budget breakdown for the funds being requested.
- Clearly indicate the fringe benefits and indirect/direct overhead rates. Provide justification detail for travel, supplies, etc.
- Describe the source of match, including both cash and in-kind contributions.

MASSBAYS HEALTHY ESTUARIES GRANTS BUDGET FORMAT

BUDGET ITEM			GRANT \$	MATCH \$	TOTAL \$
Salaries	Hours (#)	Hourly Rate (\$)			
[Staff name & role]					
[Staff name & role]					
Fringe	Rate (%)	Assessed against (\$)			
Contractual					
[Contractor name and role]					
Other Direct Costs					
Travel (miles at \$0.45/mile)					
Supplies (consumables)					
Indirect charges	Rate (%)	Assessed against (\$)			
TOTALS					

Required Supporting Materials:

Project proposals must include the following supporting materials with the response. The following documents must be attached with the full proposal:

- Proof of support of the organization, such as an IRS letter of non-profit status or, in the case of municipally sponsored groups, a letter of support on letterhead by its overseeing municipal board, town manager, or mayor.
- Disclosure of any concurrent funding requests in support of the proposed project.
- A statement from an authorized signatory acknowledging and accepting the following:
 - The organization commits to match at least 25% of total project cost and acknowledges that funding is provided on a reimbursement basis.
 - Matching funds have been approved and/or appropriated (or are in the process of being approved) by the organization's authorized body.
- Partner letters: Statement of commitment on letterhead detailing the partner's intention to contribute to the project as described in the proposal narrative.
- Letters of support: Include up to three statements of support on letterhead and must be relevant to the proposed project. Generic letters of support will not be reviewed. Statements of support must be submitted with the response and not separately.

Suggested Supporting Materials:

Project Goals, Activities, and Outcomes may be presented in a logic model, demonstrating connections between proposed approach and anticipated impacts. Refer to the University of Wisconsin's Program Development and Evaluation website for guidance and samples:

<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>.

ATTACHMENT D
MASSBAYS HEALTY ESTUARIES GRANT PROGRAM
Selection Criteria (Scoring Sheet) for Pre-proposals
ENV 18 CZM 05

1) Project goal and outcomes Score: _____ of 35 points	
Is there a clearly demonstrated need/justification for the action described in the pre-proposal (e.g. restoration, management efforts, data collection)?	
Is the project within the parameters of the eligible projects criteria identified in the RFR?	
Is the project goal(s) and anticipated outcomes clearly articulated?	
Is the project relevant to the MassBays CCMP?	
2) Anticipated benefits Score: _____ of 30 points	
Does the project present a clear, logical, and achievable solution to the stated need?	
Does the project have a realistic potential of achieving anticipated outcomes?	
Will the project set the ground work for future implementation funding?	
3) Qualifications and Budget Score: _____ of 10 points	
Do the project lead and partners demonstrate capacity to implement the project?	
Is the budget within the limits identified in the RFR?	
Does the project provide a match greater than 25% of total project cost?	
4) Transferability Score: _____ of 25 points	
Are anticipated outcomes transferable to other regions? Can the approach be implemented in other assessment areas or regions?	
Does the proponent have plans to share the approach and/or findings with specific target audiences?	

ATTACHMENT D (CONTINUED)
MASSBAYS HEALTY ESTUARIES GRANT PROGRAM
Selection Criteria (Scoring Sheet) for Full Proposals
ENV 18 CZM 05

1) Description of project need, goals, and outcomes	Score: _____ of 30 points
<p><u>Response request:</u></p> <ul style="list-style-type: none"> Describe the assessment area(s) need(s) and/or challenges that this project will address. Cite previous work to document the problem and any management needs. Describe the location and assessment area(s) where the work will be focused and the habitats/water bodies of concern. A locus map of the project must be attached. Describe the goals of the proposed project. Goals should be explicitly connected to desired outcomes of the project and any anticipated management activities. For example: <ul style="list-style-type: none"> Restore potential for seasonal recreational shellfishing in embayment A. Describe the anticipated short-, medium-, and long-term outcomes that will result from the completion of this project. For example: <ul style="list-style-type: none"> Short-term outcome: Managers receive new data regarding assessment area-specific nutrient loads. Medium-term outcome: Updated stormwater management practices are implemented to address findings. Long-term outcome: Assessment area water quality improvements support shellfishing. <p><u>Evaluate whether the proposed project:</u></p> <p>___ is consistent with the strategies and advances the 2017 CCMP goals.</p> <p>___ focuses on one or more of the 68 assessment areas within the MassBays planning area.</p> <p>___ presents a clearly defined need for the project in the assessment area of interest, including specific end users.</p> <p>___ builds upon existing knowledge database and materials, especially the 2017 Estuary Delineation and Assessment (EDA) and the Inventory of Plans and Assessments.</p> <p>___ builds on existing work and develops new knowledge that will inform the EDA.</p> <p>___ clearly articulates the goal(s) of the project.</p> <p>___ describes outcomes that are clearly connected to desired goal(s).</p>	
Reviewer Comments:	

2) Project approach and evaluation plan	Score: _____ of 25 points
<p><u>Response request:</u></p> <ul style="list-style-type: none"> Provide a detailed description of proposed methodology and approach, including the potential for transferability to other assessment areas and ecosystem problems. Identify project staff, partners, and subcontractors (if applicable) and describe their roles and responsibilities in the project. Provide a Scope of Work/Tasks to be completed under grant request that includes: <ul style="list-style-type: none"> A detailed step-by-step narrative for each task including supporting reference materials, plans, tables, or graphics, as well as an estimated cost associated with the task. If applicable, study design including methods of data collection, analyses and QA/QC (including QAPP). 	

<ul style="list-style-type: none"> ▪ Timeline and anticipated milestones, including written products and other deliverables. • List interim measures in progress toward anticipated short-term and medium-term outcomes and anticipated project benefits, and describe how they will be tracked and documented. <p><u>Evaluate whether the proposed project:</u></p> <p>___ generates products or services that will result in concrete management activities or on-the-ground projects, e.g., implementation of BMPs or restoration efforts.</p> <p>___ is focused on addressing ecological functions of ecosystem resources and/or impacts of stressors on the assessment area(s) and local priority concerns.</p> <p>___ approach, methodology, and anticipated outcomes are based on sound scientific principles.</p> <p>___ clearly aligns task-specific budgets within project scope and timeline.</p> <p>___ identifies outcome and impact measures to assess progress of the project towards anticipated goals.</p> <p>Reviewer Comments:</p>

3) Project benefits and transferability	Score: _____ of 20 points
<p><u>Response request:</u></p> <ul style="list-style-type: none"> • Articulate the direct benefits of the project to the local ecosystem and resource management scheme. • Describe how the project results and findings may be applied beyond the target assessment area(s). • Identify specific target audiences for the project approach and results, and describe plans for sharing methodologies, results, conclusions, and management implications with those audiences as relevant. <p><u>Evaluate whether the proposed project:</u></p> <p>___ will result in measureable improvements to ecosystem resources within the assessment area(s).</p> <p>___ will develop an approach or solution to improve ecosystem conditions in an assessment area(s) that can be applied to other assessment areas in the region.</p> <p>___ identifies ways of measuring or monitoring ecological success after project completion and/or identifies on the ground management measures that can be implemented after project completion</p> <p>___ includes a dissemination component to share information about best practices and lessons learned with specific local and regional audiences.</p> <p>Reviewer Comments:</p>	

4) Qualifications and partnerships	Score: _____ of 15 points
<p><u>Response request:</u></p> <ul style="list-style-type: none"> • Describe the qualifications of the project's lead applicant and staff. • Describe the qualifications of partners and/or subcontractors relevant to their roles. <p><u>Evaluate whether the applicant:</u></p> <p>___ demonstrates sufficient organizational ability to administer and conduct the proposed scope of work.</p> <p>___ clearly describes partner and/or subcontractor roles and contributions.</p> <p>___ includes municipal stakeholders.</p> <p>___ builds on or establishes new partnerships that will improve the likelihood of success of the proposed project and future implementation projects.</p>	

☐ include letters of support from collaborating partners.
☐ include letters of support from other stakeholder or interest groups.

Reviewer Comments:

5) Project budget, match, and administration

Score: _____ of 10 points

Response request:

- Use the template to provide a detailed, itemized budget breakdown for the funds being requested. [salaries, fringe, subcontract, other direct costs, indirect costs]
- Clearly indicate the fringe benefits and indirect/direct overhead rates. Provide justification detail for travel, supplies, etc.
- Describe the source of match, including both cash and in-kind contributions.

Evaluate whether the budget:

☐ includes line items as requested.
☐ is reasonable to meet project goals and objectives, and demonstrates that project is cost-effective.
☐ includes match from sources other than this grant. Partner matching is confirmed by letter of support.
☐ match amount is more than 25% of the total project cost.
☐ overall costs are reasonable, if applicable. Note: while submissions will not be disqualified because of high indirect program rates, rates of 25% or lower will be considered evidence of project cost-effectiveness.

Evaluate:

☐ The proposed scope of work, timeline and budget are detailed, realistic and clear.
☐ Where applicable, a strategy for acquiring any required permits is outlined.

Reviewer Comments: